

.....

Minimum Qualification Specifications
for the Class:

INSTITUTION OPERATIONS MANAGER
(INSTITUTION OPERATIONS MGR)

Basic Education\Experience Requirement

Graduation from high school or equivalent. Excess experience of the type and quality described below, or any other responsible work experience requiring the ability to read, comprehend, and apply written directions or a high degree of verbal skills may be substituted for education on a year-for-year basis.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quantity, and quality described in the following paragraphs, or any equivalent combination of training and experience.

Maintenance/Construction Experience: Four (4) years of general building construction and/or maintenance work experience which included in substantial measures responsibility for planning and directing operations; timing and scheduling work; maintaining specified standards as to the quality of materials used and work performed; interpreting plans, drawings, and specifications; property control; and effecting proper observance of safety measures appropriate to construction or maintenance projects.

The experience must have demonstrated: (1) intimate knowledge of practices, methods, techniques, materials, costs, equipment, and tools used on construction and maintenance projects; and (2) ability to either manage and direct the prosecution of such projects, or maintain surveillance over work which is performed on a contract basis.

Specialized Experience: Two (2) years of work experience of the type and quality described in Maintenance/Construction Experience section above in an institutional, public works, plant maintenance or other related program which required working knowledge of effective inspection and maintenance methods, techniques, and principles of utility systems; i.e., power, sewage disposal, refrigeration, laundry, etc.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in

supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Administrative Aptitude: Applicants must demonstrate possession of administrative aptitude. This requirement will be considered to be met when there is strong affirmative evidence of the necessary administrative abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative problems; e.g., planning, organizing, and directing a program providing administrative advice and assistance; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in management accompanied by the application of principles, which were learned, to work assignments; management's observation and favorable evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed

1. A bachelor's degree in engineering from an accredited college or university may be substituted for three (3) years of Maintenance/Construction Experience.
2. Excess Specialized Experience may be substituted for Maintenance/Construction Experience on a year-for-year basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

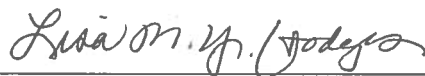
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class INSTITUTION OPERATIONS MANAGER which were approved on October 4, 1982.

DATE APPROVED: 10/27/15


for JAMES K. NISHIMOTO, Director
Department of Human Resources Development